

JAILER SERGEANT

GENERAL STATEMENT OF DUTIES

Performs supervisory and general law enforcement work in the daily operations of the county jail.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for performing supervisory and general law enforcement work in directing the day-to-day operations of the county jail. Employee is responsible for the security of all prisoners, the maintenance of jail records, and the supervision of staff. Tact and firmness are required in dealing with inmates, the public and staff. Considerable judgment and initiative are required in insuring that jail operations are performed using established policies and procedures. Work is performed under the general direction of the Jail Lieutenant who evaluates work through periodic conferences, observation and efficiency of jail operations.

ILLUSTRATIVE EXAMPLES OF WORK

- Assists the Jail Lieutenant in directing the activities of the county jail on an assigned shift.
- Confers with the Jail Lieutenant in the discipline of jail personnel; observes the work of employees to insure accepted standards are met.
- Supervises the commitment, confinement, and release of all prisoners; assures that proper legal forms are completed and maintains records on all jail activities.
- Assists in training and instructing jailers in the proper procedures for booking, bonding, and release of prisoners.
- Assists in assigning work schedules for the jail shift; prepares necessary reports as assigned.
- Assumes all duties of Lieutenant when Lieutenant is absent from the Jail.
- Follows Guidelines as listed in Post Orders.
- Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of practices and procedures involved in jail management.
- Considerable knowledge of local laws, ordinances, and the North Carolina General Statutes pertaining to the commitment, confinement, and release of prisoners.
- Ability to supervise other employees.
- Ability to make decisions and take prompt and effective action in emergency situations.
- Ability to establish and maintain courteous and tactful relationships with families of inmates, attorneys, ministers, and other persons concerning the welfare of individual prisoners.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with three (3) years experience in law enforcement in jail operations; or an equivalent combination of experience and training.

SPECIAL REQUIREMENT

Refer to General Statutes of the State of North Carolina for statutory requirements and restrictions pertaining to candidates for this class.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 6/2002